

## TOWN OF HANSON REQUEST FOR PROPOSALS HANSON COMMUNITY PRESERVATION COMMITTEE CONSULTANT TO PREPARE COMMUNITY PRESERVATION PLAN

The Town of Hanson by and through its Community Preservation Committee seeks proposals from qualified firms and individuals to prepare a Community Preservation Plan under the requirements of MGL 44B. The ideal candidate is a firm or individual with thorough familiarity with the Community Preservation Act and experience preparing similar plans and documents.

All interested applicants must submit four (4) copies of their proposal containing complete information as requested herein. Responses must be clearly marked on the outside "Hanson Community Preservation Plan Proposal". The Town of Hanson (the "Town") reserves the right to reject any and all bids or to waive any informalities in the proposal process, if deemed in the Town's best interest.

### **General Information**

The Hanson Community Preservation Committee ("CPC") seeks proposals from qualified planning firms or qualified individuals to prepare a Community Preservation Plan ("CPP").

### **Scope of Work**

In general, the selected applicant would be required to prepare a CPP that:

- Meets the requirements for a CPP under MGL Chapter 44B commonly referred to as the Community Preservation Act.
- Establishes priorities for grants in the designated support areas (Affordable Housing, Historic Preservation, Open Space and Recreation).
- Through a community participation process directed by the CPC reflects input from various 'stakeholders' in the Town including but not limited to; the Planning Board, Zoning Board of Appeals, Conservation Commission, Historic Commission, Open Space Committee, Hanson Housing Authority, Recreation Commission, Parks & Fields Commission, representatives from each of the respective youth sports groups, the Board of Selectmen and the public.
- Considers information in local and regional planning documents such as the Hanson Open Space and Recreation Plan, the Hanson Master Plan, the Old Colony Planning Council's Plymouth County Hospital Study, and other similar documents.

### **Required Meetings:**

The selected applicant shall attend, facilitate and participate in meetings with the CPC and stakeholders, including but not limited to:

- An initial meeting with the CPC to discuss general requirements of the CPP.
- A meeting with stakeholders and the public, facilitated by the Consultant, to obtain input into the CPP.

- A meeting with the CPC to review the preliminary draft plan and obtain comments.
- A hearing on the revised draft CPP to obtain public comment.
- A meeting with the CPC to review the final Plan.

### **Timetable**

It is anticipated that work will begin May 15, 2016 and be completed within five months but in no event later than October 15, 2016.

### **Products**

The selected applicant shall prepare and deliver the following:

- A draft CPP
- A final CPP

All items shall be delivered in both electronic and hard copy (4 copies) form. The electronic format shall be compatible with the Town's computer system, including availability on the Town's website. All documents shall be the property of the Town.

### **Contractor's Requirements**

1. The selected applicant shall be required to provide the Town with proof of insurance as follows:

a. Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Town should be named as an "Additional Insured".

b. Workers' Compensation Insurance as required by law.

c. Professional Services Liability/Errors and Omissions insurance coverage not less than \$1,000,000.

2. Services provided by the successful applicant shall be rendered through a professional services contract in a form provided by and acceptable to the Town.

3. The successful applicant, its employees, agents and servants shall be deemed independent contractors and will not be considered employees of the Town and will not receive any benefits of any employee.

4. Any contract awarded hereunder shall be subject to sufficient appropriation and approval by Town Meeting.

5. Any contract entered into as a result of this solicitation will incorporate by reference this Request

for Proposal.

## **Proposal Requirements**

All proposals will include:

1. A description of how the work will be performed.
2. A project schedule beginning May 15th 2016 and ending no later than October 15, 2016 showing all activities under the contract and benchmarks for production of draft products which will be delivered to the Hanson Community Preservation Committee over the project period.
3. Identification of all consultants who will work on the project with resumes attached. In addition, please identify the individual who will bear primary responsibility for this project.
4. Any and all conditions of proposal.
5. A general company/firm profile or brochure.
6. Summaries of similar projects that have been completed by the applicant within the last three years,
7. A list of five (5) current and past public/private projects of similar nature with name and telephone number of reference person to contact. The description should include the scope of work.
8. A sample work product similar to the project proposed.
9. The cost (stated as a lump sum and inclusive of all costs) to perform the work under the proposal.
10. Any other information that the applicant considers relevant for the purpose of evaluating its qualifications for the project.

## **Selection Process**

The ideal candidate is a firm or individual with thorough familiarity with the Community Preservation Act and experience in preparing similar plans and documents. The Community Preservation Consultant Selection Committee (the "Committee") will rate each proposal according to the criteria below and make a recommendation of the most advantageous proposal to the CPC.

1. Proposals will be reviewed and ranked according to the following criteria:

- a. Prior experience with similar projects as well as overall prior experience.
- b. Past performance on public projects and working knowledge of the Massachusetts General Laws relating to the Community Preservation Act.
- c. Financial stability of applicant.
- d. Identity and professional qualifications of the staff who will work on the project.
- e. Current workload or clearly established capacity to complete scope of work on a qualitative and timely basis.

2. Based on ranked proposals, at least three (3) firms will be selected and ranked according to preference to be interviewed by the Committee.

3. In accordance with the above interviews, those finalists will be ranked by the Committee and a recommendation made to the Hanson CPC. An award will be made by the Hanson CPC as the Awarding Authority on this project

4. During the evaluation process the Committee reserves the right to request additional information or clarification from any applicant, or to allow the correction of error or omissions.

### **Fee**

To be negotiated between the Committee and the successful applicant in an amount not to exceed \$15,000. All fees shall be stated in any contract awarded.

### **Questions**

Prospective applicants who have questions regarding this Request for Proposal should contact in writing, Richard LaCamera, Town Administrator, Hanson Community Preservation Consultant Selection Committee, 542 Liberty Street, Hanson, Ma 02341, e-mail address:rlacamera@hanson-ma.gov. Any request for information and the Committee's written response thereto, shall be made available to each individual or entity who has requested RFP materials and/or submitted a proposal.

# **Rubric for Evaluating RFP's**

## **Minimum Evaluation Criteria**

The Selection Committee shall first review each technical proposal to ascertain whether or not the following minimum criteria have been met:

- a. The technical proposal includes all of the items for a complete proposal.
- b. The proposer meets the minimum qualifications to do the work.

## **Comparative Evaluation Criteria**

All responsive proposals will be judged against the Comparative Evaluation Criteria detailed below. The Town will rank each proposal as:

- a. Highly Advantageous – the proposal fully meets and significantly exceeds the standards of the specific criterion;
- b. Advantageous – the proposal fully satisfies the standards of the specific criterion;
- c. Not Advantageous – the proposal does not fully meet the standards of the specific criterion, is incomplete, unclear, or both.

## **2.1. Quality and Depth of Project Experience**

### Highly Advantageous

- The project proposal demonstrates superior experience in providing services related to the Town's requirements.
- The project proposal demonstrates a wide depth of experience with similar projects (5 or more), and prior experience with public or private not-to-exceed or fixed-fee contracts.
- Project work samples are of outstanding quality in content and technical presentation.

### Advantageous

- The project proposal demonstrates solid experience in providing services related to the Town's requirements.
- The project proposal demonstrates a good depth of experience with similar projects (3 to 5), and prior experience with municipally or privately funded not-to-exceed or fixed-fee contracts.
- Project work samples are of good quality in content and technical presentation.

### Not Advantageous

- The proposer has limited experience in providing services related to the Town's requirements or with similar projects (less than 3), and prior experience with public or private, not-to-exceed or fixed fee contracts.
- Project work samples minimally meet current standards for content and technical presentation.

## **2.2. Qualifications of the Proposer**

#### Highly Advantageous

– The proposer’s resume(s) demonstrate that proposer has superior training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience well beyond the minimum requirements.

#### Advantageous

– The proposer’s resume(s) demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience that meets or somewhat exceeds the minimum requirements.

#### Not Advantageous

– The proposer’s resume(s) do not demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein.

### **2.3. Desirability of approach to the project, demonstrated understanding of the community’s open space, historic, recreation and affordable housing needs, and proposer’s ability to undertake and complete this project in a timely manner.**

#### Highly Advantageous

– The proposal demonstrates a superior approach to the subject material, an understanding of the community preservation needs addressed by the project, and a clear analysis of the time required for each phase of the project.

- All references confirmed that consultant had met schedule expectations and delivered an “on-time” project.

#### Advantageous

– The proposal demonstrates a good approach to the subject material, an understanding of the historic and cultural resource issues addressed by the project, and presents a time schedule that meets the project requirements.

– One reference stated that consultant was unable to meet the agreed-upon project schedule.

#### Not Advantageous

– The proposal does not demonstrate a desirable approach to the project and does not demonstrate a clear understanding of the community’s historic and cultural resource protection needs.

- More than one reference indicated that consultant had been unable to meet the agreed-upon project schedule.

### **2.4. Overall Quality of Client References**

#### Highly Advantageous

– All references contacted spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

#### Advantageous

– The great majority of references spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

#### Not Advantageous

- One reference stated that there had been significant difficulties with the proposer’s ability to deliver the contracted services and deliverables.

## **2.5. Completeness and Quality of Proposal**

### Highly Advantageous

- Response is complete, concise, informative, and highly detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the Town.
- Selection Committee is completely convinced about the proposer’s ability to provide the level of services as required by the Town.
- Proposal demonstrates excellent communication and documentation skills.

### Advantageous

- Response is complete, informative, and meets criteria for responsiveness.
- Selection Committee finds proposal reflects that proposer is able to perform in an adequate manner acceptable to the Town.
- Proposal demonstrates a good level of communication and documentation skills.

### Not Advantageous

- Response lacks a comprehensive approach, but meets criteria for responsiveness.
- Selection Committee finds proposal reflects that proposer may be able to perform in a manner acceptable to the Town.
- Communication and documentation skills appear only adequate.